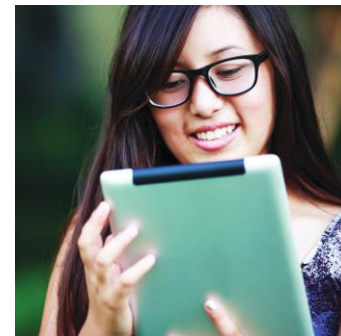


# How-to Guide

Assign Books to Students with  
Assign & Read



## Assign Books

Sponsors on organizational accounts can assign books to students one at a time using the “Assign & Read” feature. Alternatively, they can assign several books at once by creating, sharing or subscribing to a Reading List. To learn more about to Reading Lists, see the [How to Guide: How to Use Reading Lists](#).

- 1) Log into your Bookshare account with your username and password.
- 2) To assign a book to a student, find the book in Bookshare and then select the “Assign” button. Select the name(s) of the student(s) to whom you wish to assign this book and select “Assign.” Repeat as necessary.

### Wonder

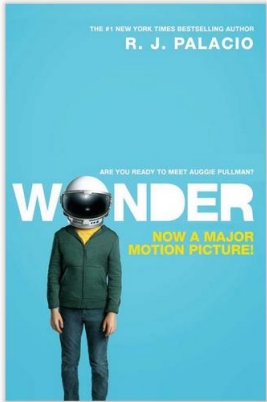
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#### Discover

in Accelerated Reader MG Collection  
in Andrew Luck's Book Club  
in Back to School (K-3) Read Alouds  
in Battle of the Books  
in BCPS Supplemental Texts - Grade 8  
[+ See more](#)

#### Other Books

by R. J. Palacio  
in Children's Books



THE #1 NEW YORK TIMES BESTSELLING AUTHOR  
**R. J. PALACIO**

ARE YOU READY TO MEET AUGGIE PULLMAN?

**WONDER**

NOW A MAJOR MOTION PICTURE!

By: R. J. Palacio

[Assign](#) [Add to Reading List](#) [Download...](#) [?](#)

#### Synopsis

I won't describe what I look like. Whatever you're thinking, it's probably worse.

August Pullman was born with a facial deformity that, up until now, has prevented him from going to a mainstream school.

Starting 5th grade at Beecher Prep, he wants nothing more than to be treated as an ordinary kid--but his new classmates can't get past Auggie's extraordinary face.

[View larger image](#)

## Assign to Members

### My Bookshare

- My History
- My Reading Lists
- **Members**
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

### Wonder, by R. J. Palacio

Filter by: **Members** All Members Grade All Grades [Filter](#)

Search Members [Q](#)

[Assign](#) [Cancel](#)

<input type="checkbox"/>	First Name	Last Name	Grade	Quicklist	Date of Birth	Qualifying Disability	Plan
<input type="checkbox"/>	Bookshare	Ben	8	Yes	05/15/08	Learning	
<input checked="" type="checkbox"/>	Jane	Doe	10	Yes	06/23/04	Visual	
<input type="checkbox"/>	Sally	Doe	8	-	05/05/09	Learning	504
<input type="checkbox"/>	Sally	Smith	5	Yes	05/09/10	Learning	

[Assign](#) [Cancel](#)

You have now assigned books and your students are ready to read! Instruct your students to log into Bookshare with their assigned username and password to find their assigned books.

## Students Read

In this section, you will learn how students can read quickly and easily with Bookshare Web Reader in a web browser on a Mac, PC, or Chromebook. However, there are many ways to read Bookshare books. This [“Reading Tool” wizard](#) can help you determine what tools will work best with your students' devices.


Bookshare Web Reader allows students to read quickly and easily in an Internet browser without downloading software or books. For a reading experience that includes self-voicing with word highlighting, we recommend using Bookshare Web Reader on the following browsers:

- Google Chrome version 33+
- Safari version 6.1+
- Google Chrome version 14-32 ([Bookshare Chrome Extension installation required](#))
- Chromebooks version 14+ ([Bookshare Chrome Extension installation required](#))

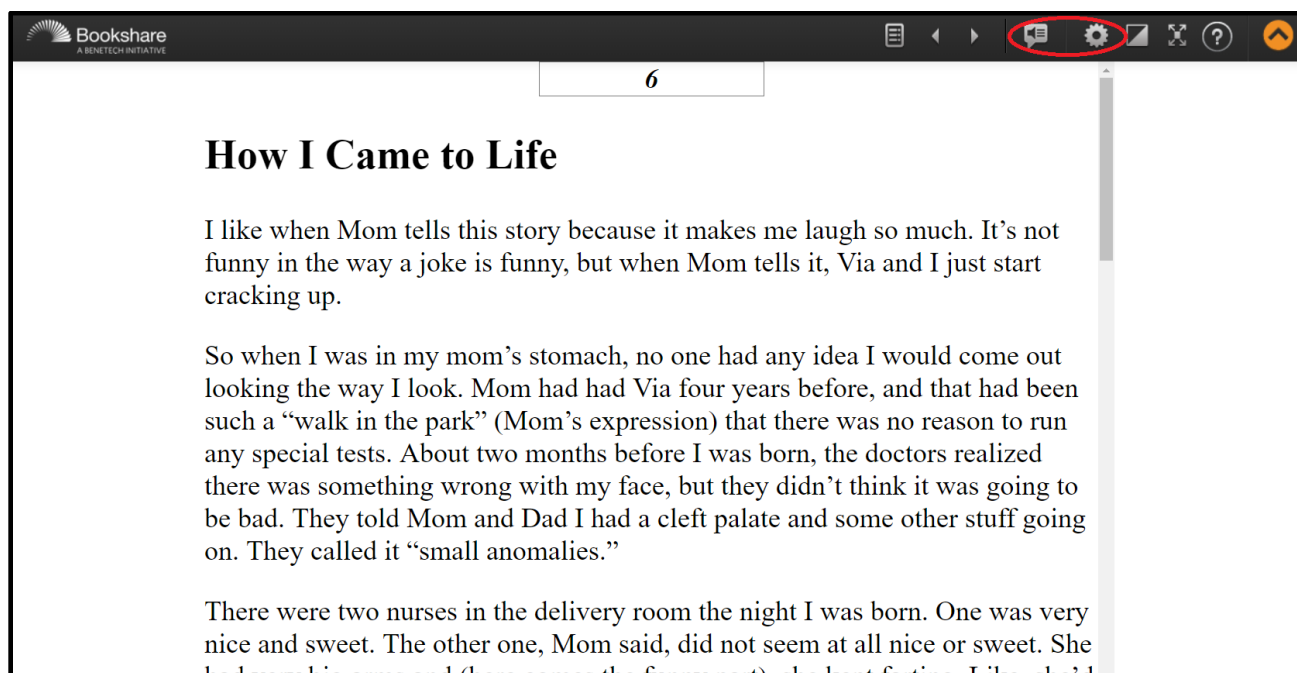
For a student who typically uses a screen reader, we recommend opening Bookshare Web Reader in Internet Explorer and using the screen reader that the student typically uses.


- 1) Students log into Bookshare with the username and password created by the Sponsor. Books that have been assigned using the “Assign & Read” feature are found under the “Assigned Books” link. Students select “Read Now” to open the book in Bookshare Web Reader.

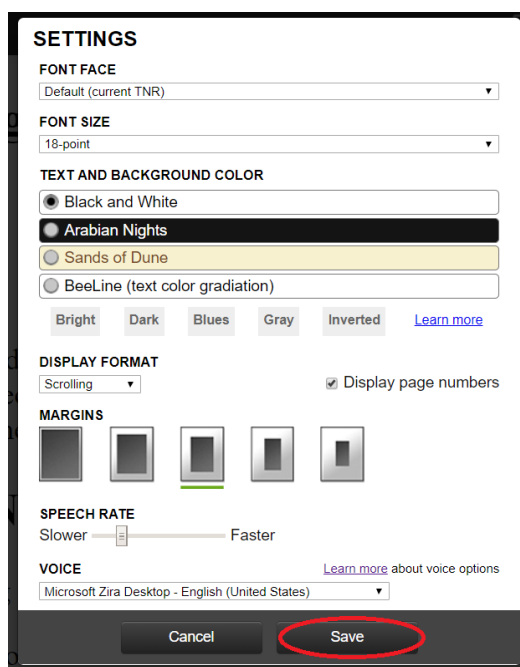
The screenshot shows the 'My Bookshare' user interface. On the left is a sidebar with navigation links: 'My Bookshare' (containing 'My History', 'My Reading Lists', and 'My Account'), and 'Learn More' (containing 'How to use your Bookshare account', 'Upgrade to an Individual Membership!', and 'Join the Bookshare Discussion Forum'). The main content area is titled 'Welcome Jane Doe' and includes 'Recent News' with links to 'Kickstart Summer Vacation with the Bookshare Book Club's June Pick' and 'Bookshare's Summer Reading Lists Offer a Universe of Stories'. Below the news are three buttons: 'Discover Ways to Read Our Books', 'Get Answers in the Help Center', and 'Read More for free!'. The 'Recent Books' section has three tabs: 'Recent Books', 'Assigned Books (1)', and 'Reading Lists'. The 'Assigned Books (1)' tab is active and contains a table with one book entry, 'Wonder' by R. J. Palacio. The 'Action' column for this book has a 'Read Now' button circled in red, along with a 'DAISY with Images' dropdown and a 'Download' button.

Title	Author	Action
 Wonder	Palacio, R. J.	<a href="#">Read Now</a> DAISY with Images ▾ Download

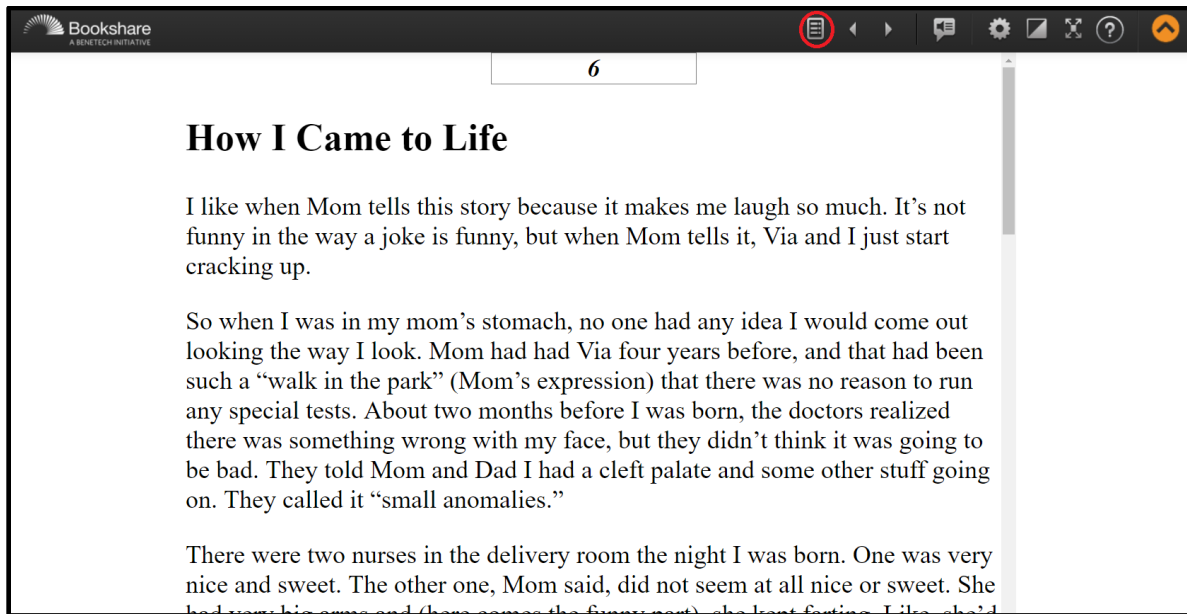
- 2) Next, Bookshare packages the book and prepares it for reading in their browser. Depending on the size of the book, it may take 30-60 seconds. The book will then be ready to be viewed – and heard – in the Bookshare Web Reader.



- 3) To hear the book read aloud, students select “Play.”
- 4) Students can use the settings button  to change the font size, text and background color combination and voice and rate of speech if desired. Select “Save” after making changes.



- 5) Students use the Table of Contents icon  to select where they want to start reading.



To read in a [Bookshare-integrated application](#), students:

- 1) Log in to the reading application.
- 2) Search for the book using the tool's search function. (*Note: If using Dolphin Easy Reader, students will see their Reading Lists. If they use VoiceDream Reader or CaptiVoice, they can find their recently read books in "History."*)
- 3) Download the book through the tool's download function and read!

Bookshare provides video tutorials for several reading tools under the "Read Books" section in the [Training Resources Library](#). You can also view a complete list of [Bookshare-compatible reading tools](#).

For answers to other questions, please visit the [Help Center](#).